

30 August 1979

Classification Review Procedure

CRP 79-39

REF: RRP 78-23

REPROGRAMMING OF DOCUMENT CREATION

Date Field

1. Paragraph 1.K of referenced procedure states that at a minimum reviewers must enter the month and year in the creation date field. Zeros may be entered for the day only, if the exact day is unknown. This is part of the interactive editing process programmed into the system to minimize keying errors.

2. Reviewers have been encountering substantial numbers of documents with no date. The year, however, is known because of the file sequence and should be recorded. The DARE system, therefore, has been reprogrammed to accept the number "13" in the month field when only the year is known. For instance, if an undated document is found in a 1956 file group and the reviewer is reasonably certain that the document is in its proper chronological place, the date should be recorded as 001356.



Chief,
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